



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023- 57

To : Division Chiefs  
All PSDSs  
All School Heads  
All YES-O Coordinators  
All DRRM Coordinators  
Division Youth Formation Coordinators  
Division DRRM Coordinator

Subject : **GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT  
"DEPED 236,000 TREES – A CHRISTMAS GIFT FOR THE  
CHILDREN"**

Date : November 28, 2023

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Pursuant to Regional Memorandum ESSD-2023-497 entitled "Guidelines on the implementation of the project "DepEd 236,000 trees – a Christmas gift for the children", there will be a conduct of simultaneous **tree planting activity** in Region XI on **December 6, 2023** from **7:00 am onwards**. Venue will be announced later.

This initiative aims to promote environmental preservation and instill environmental responsibility among Filipino children. The project provides a unique educational opportunity for students to actively participate in tree planting activities, fostering a deeper understanding of environmental issues, and promoting conservation efforts.

In line with this, all schools shall participate in the abovementioned activity. Each school shall have **10 participants** consisting of teachers, learners, and staff responsible for planning, implementing, and reporting on the tree planting efforts. Likewise, for the SDO personnel, all Functional Division (CID, SGOD, and OSDS) shall have 30 participants in all where each shall plant 3 seedlings. Classes will be on **asynchronous mode** during this day. Participants are also highly encouraged to wear green T-shirts or any top with a dominant shade of green during the activity.

Moreover, for Mt. Apo District, schools shall conduct the activity within the school premises but may opt for barangay parks, and other open spaces, if the space in the school is limited.

In addition, simultaneous social media broadcasts through Facebook Live shall be conducted by the participants using their school official Facebook accounts. The official hashtag for the post should be **#depedxmastrees**. DepEd personnel and students are likewise encouraged to share photos and videos of the tree planting activity through their personal social media platforms using the official hashtags.

Furthermore, to plan and prepare for the conduct of the tree planting activity, there will be a meeting/orientation with the SDO DRRM, YFP, School Heads, and Division Heads on **December 4, 2023** at **exactly 2:30 pm via Google Meet**. The link for the meeting will be disseminated via group chats.



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



Republic of the Philippines  
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DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

After the tree planting activity, schools shall prepare a one-page report following the attached template (Annex A) containing the details of the activity. The report shall indicate the name of the school which participated in the activity, the number of trees planted and their type or species and documentation of the activity. The report shall be sent by the school to the Division Office on or before **December 12, 2023** to Mr. Jose Israel Maravilles via email: [joseisrael.maravilles@deped.gov.ph](mailto:joseisrael.maravilles@deped.gov.ph). The SDO shall compile the reports and submit them to the RO electronically on or before **December 18, 2023 to Mr. Stephen Mark T. Castres** through email: [Stephenmark.castres@deped.gov.ph](mailto:Stephenmark.castres@deped.gov.ph).

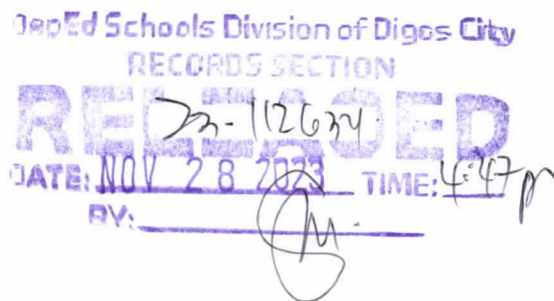
Travelling and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and procedures.

For information and guidance.

For and in the absence of the  
Schools Division Superintendent:

**FRANCIS JUDE ALCOMENDRAS**  
Administrative Officer V  
Officer-In-Charge

SGOD/araa



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

REGIONAL MEMORANDUM  
ESSD-2023-497

To : Schools Division Superintendents  
Chief Education Supervisor, ESSD

Subject: GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT –  
“DEPED’S 236, 000 TREES – A CHRISTMAS GIFT  
FOR THE CHILDREN”

Date : November 20, 2023

Attached is DepEd Memorandum No. 069, s. 2023 dated **November 17, 2023**, which informs on the launching of the project entitled **DepEd’s 236, 000 Trees – A Christmas Gift for the Children**. This is an initiative that aims to promote environmental preservation and instill environmental responsibility among Filipino children. The project will simultaneously plant over 236, 000 trees in different parts of the country, with the participation of DepEd’s 47,678 public schools. This project serves as a gift from the Department to ensure a clean and green environment for Filipino children and future generations.

The project provides a unique educational opportunity for students to actively participate in tree planting activities, fostering a deeper understanding of environmental issues, and promoting conservation efforts. Through hands-on learning and practical application of environmental concepts, students will develop a strong sense of responsibility towards the environment. Aside from educational benefits, planting trees has numerous health benefits, and it will contribute to the beautification of school grounds.

In line with this, the tree planting activity conducted by all schools in the Region will take place simultaneously on **December 6, 2023, starting at 7:00 am** and will be participated by **maximum of thirty and not less than five individuals per school**, consisting of teachers, learners, and staff responsible for planning, implementing, and reporting on the tree-planting efforts. All schools shall participate in planting a **minimum of five trees**. All classes will be on **asynchronous mode** during this day. The school is opted to select for the planting site, **preferably on the school grounds**, but may opt for barangay parks, LGU parks, marine protected areas, and other open space, if the space in the school grounds is limited. For the acquisition of seedlings, the school is requested to link with their local DENR counterparts, or they may use their own seedlings, for those schools with nurseries.



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

In addition, simultaneous social media broadcasts through Facebook Live shall be conducted by the participants using their school's official Facebook accounts. The official hashtag for the post should be **#depedxmastrees**. DepEd personnel and students are likewise encouraged to share photos and videos of the tree-planting activity through their personal social media platforms using the official hashtag.

After the tree-planting activity, schools shall prepare a one-page report following the attached template (**Annex A**) containing the details of the activity. The report will indicate the name of the school which participated in the activity, the number of trees planted and their types or species, and documentation of the activity. The report shall be sent by the school to its Schools Division Office on or before **December 12, 2023**. The SDO shall compile the reports and submit to the RO electronically (Attention: Stephen Mark T. Castres) on or before **December 18, 2023**, via [stephenmark.castres@depd.gov.ph](mailto:stephenmark.castres@depd.gov.ph).

Furthermore, to plan and prepare for the conduct of the tree-planting activity, there will be a meeting/orientation with the SDO - DRRM and YFP focal persons on **November 23, 2023**, at **exactly 1:30 pm** via **Microsoft Teams**. The link for the meeting will be disseminated via group chats.

Immediate and wide dissemination of this memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated

ROE/smtc

RECEIVED  
RELEASED  
By: *[Signature]*  
Date: *Nov. 22, 2023*



Address: F. Torres St., Davao City (8000)  
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Republic of the Philippines  
**Department of Education**

DepEd MEMORANDUM  
No. **069**, s. 2023

NOV 17 2023

**GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT - "DEPED'S 236,000 TREES - A CHRISTMAS GIFT FOR THE CHILDREN"**

To:

Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) launches the Project entitled **DepEd's 236,000 Trees - A Christmas Gift for the Children**. This is an initiative that aims to promote environmental preservation and instill environmental responsibility among Filipino children. The project will simultaneously plant over 236,000 trees in different parts of the country, with the participation of DepEd 47,678 public schools. This project serves as a gift from the Department to ensure a clean and green environment for Filipino children and future generations.
2. The project provides a unique educational opportunity for students to actively participate in tree planting activities, fostering a deeper understanding of environmental issues and promoting conservation efforts. Through hands-on learning and practical application of environmental concepts, students will develop a strong sense of responsibility towards the environment.
3. In addition to the educational benefits, planting trees will contribute to the beautification of school grounds. Trees provide shade, improve air quality, and create a calming atmosphere, enhancing the overall ambience of the school and creating a more pleasant and conducive learning environment for students.
4. Furthermore, planting trees has numerous health benefits. Trees absorb harmful pollutants from the air and release oxygen, leading to improved air quality. This creates a healthier environment for students, teachers, and staff, reducing the risk of respiratory diseases and promoting overall well-being.
5. The enclosed guidelines have been established to ensure the successful implementation of **DepEd's 236,000 Trees - A Christmas Gift for the Children**.
6. For more information, please contact the **Office of the Secretary**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.



*San Jimin*  
**SARA Z. DUTERTE**  
Vice President of the Republic of the Philippines  
Secretary of the Department of Education



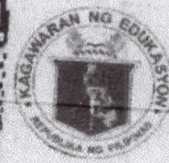
Encl.: As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

CAMPAIGN  
ENVIRONMENTAL EDUCATION  
OFFICIALS  
PROGRAMS  
PROJECTS  
SCHOOLS  
TEACHERS

JDMC/APA, DM, Dental, JSSK Christmas Trees for JDMC Project  
0694 - November 16, 2023



**GUIDELINES ON THE IMPLEMENTATION OF THE PROJECT - "DEPED'S 236,000 TREES  
- A CHRISTMAS GIFT FOR THE CHILDREN"**

1. **Target Date of the Tree-Planting Activity.** The tree-planting activity by the different schools will take place simultaneously on **December 6, 2023**. All 47,678 DepEd public schools will participate, with each school planting a minimum of 5 trees, contributing to the goal of planting over 236,000 trees nationwide.

Classes in all DepEd public schools will be on **asynchronous mode** for this day.

2. **Acquisition of Seedlings.** Each DepEd Regional Office (RO) will coordinate with its counterparts at the Department of Environment and Natural Resources (DENR) to acquire seedlings for each school in the region. This coordination aligns with the Memorandum of Agreement among the Office of the Vice President, DENR, and DepEd for the program titled *Pagbabago: A Million Trees Campaign*. The **distribution of seedlings to each school should be completed by November 29, 2023**.

The seedlings for the trees must be fruit-bearing trees, Philippine native species trees, or mangroves if the school selects a coastal area as a venue for the tree planting activity. The RO shall coordinate with DENR to determine the ideal type of trees to be planted in consideration of the area of the venue.

If the DENR cannot provide the seedlings, schools with nurseries may use their own seedlings or they can request directly from their local City/Municipal Environment and Natural Resources Office.

3. **Composition of Participants for Each School.** Each participating school shall designate a team consisting of teachers, learners, and staff members responsible for planning, implementing, and reporting on the tree-planting efforts. The team should include at least one teacher-in-charge and student representatives.

There should be no more than 10 teachers and not more than 20 learners who will participate in the activity. Only a maximum number of 30 individuals should join the tree planting.

4. **Implementation of the Tree-Planting Activity and Care for Trees.** Schools should consider the necessary resources for the activity, such as tree-planting tools and materials for tree care. However, it should be emphasized that there is no need to buy the materials for the tree planting activity.

Ideally, the school grounds will serve as the venue for the activity. However, if space is limited, the School Head should find an alternative area such as barangay parks, local government unit parks, marine protected areas, or any other open space near the school that may be used for tree planting. In this case, the School Head shall coordinate with their barangay unit to determine an alternative area for the tree planting activity.

Schools within close proximity to each other may share a venue for the tree-planting activity.

Adequate supervision and guidance from the teacher-in-charge are essential to ensure proper planting and care for the trees.

To mark the area of the planting, a tree guard shall be built around each planted seedling afterwards. No standard design for the tree guard is required.

5. **Information Dissemination.** Simultaneous social media livestreams through Facebook Live shall be conducted by the participants using their school's official Facebook accounts. The official hashtag for the post should be #depedxmastrees.

DepEd personnel and students are likewise encouraged to share photos and videos of the tree-planting activity through their personal social media platforms using the hashtag #depedxmastrees.

The Schools Division Offices, through the Schools Division Superintendents, should coordinate their own media coverage within their respective jurisdictions.

6. **Post-Activity Reporting.** After the tree planting activity, schools shall prepare a one-page report (attached hereto as Annex A) containing the details of the activity. Said report will indicate the name of the school which participated, the number of trees planted, the types or species of trees planted, and photos of the activity.

The report shall be sent by the **School** to its **Schools Division Office (SDO)** designated email address/addresses on **December 12, 2023**.

The **SDO** shall compile the reports and submit them to the **RO** on **December 18, 2023**.

The **ROs** shall inform their regional counterparts at the **DENR** by submitting the compiled reports no later than **January 5, 2024**.

The **DENR** Regional Offices shall be requested to issue certifications containing the total number of trees planted by the DepEd in each region. DepEd Regional Directors shall be responsible for following up on the release of certifications for each of their regions.

The **certifications and consolidated reports from each region shall be forwarded to the Office of the Secretary (OSEC), DepEd Central Office, for recording by January 15, 2024.** The OSEC will forward the same to the Office of the Vice President as DepEd's contribution and participation in the *Pagbabago: A Million Trees Campaign*.

7. **Post-Care for the Trees Planted.** The Principals of each school will be responsible for ensuring the proper care of the trees planted within their premises.

For trees planted outside the premises of the school, the school heads may coordinate with the barangay officials where the trees were planted so that regular monitoring of the trees' growth is done.

Regular inspections by the school officials shall be done in order to assess the condition of the trees, identifying any potential risks or diseases, and promptly addressing them. The growth of the seedlings should likewise be monitored to ensure the health, growth, and sustainability of the trees under the school's care.

**ANNEX A**

**"DEPED'S 236,000 TREES - A CHRISTMAS GIFT FOR  
THE CHILDREN"**

**OFFICIAL ACTIVITY REPORT**

1) NAME OF SCHOOL, DISTRICT, REGION

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2) TYPES / SPECIES OF TREES PLANTED:

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3) NUMBER OF TREES PLANTED:

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4) PHOTOS OF THE ACTIVITY:

